

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

TYPOGRAPHER

I. DEFINITION

This is journeyman typographer work. Under general supervision, employees in this class perform typographer work at the journeyman level of skill, normally on a full time basis; however, other related duties may also be assigned as necessary. In addition, positions in this class may also direct and instruct apprentices, helpers and other assistants.

Examples of Work Performed:

- Sets up, operates and maintains composing, stereotyping and press equipment such as linotypes, saws, casters and presses in the production of a student newspaper or in other research projects.
- Instructs students in newspaper production methods and procedures.
- Assists in organizing and conducting clinics and meetings.
- Assigns, directs and checks the work of students.
- Maintains recognized safety standards in the laboratory.
- Directs and instructs apprentices, helpers and other assistants in the trade.
- Proofreads, keeps records and makes reports.
- Performs related work as required.

II. QUALIFICATIONS

Required Knowledge, Skills and Abilities:

Thorough knowledge of the tools, equipment, materials, methods and practices of the typographic trade.
Thorough knowledge of the safety requirements, codes and general orders relating to typographic work.
Thorough knowledge of composing, stereotyping and press procedures.
Ability to plan, assign and direct student work.
Ability to direct and instruct apprentices, helpers and other assistants in the trade.

Training and Experience:

Graduation from high school or attainment of age 18 and completion of an apprenticeship approved by the Department of Industry, Labor and Human Relations as a typographer. Formal recognition of status by the appropriate international or local trade organization or some type of similar formal validation of journeyman status may also be accepted. Persons having informal training and experience equivalent to the formal apprenticeship and journey man status may also be accepted upon submission of documented proof of such training and experience.

NOTE: If any position allocated to this class requires a substantial portion of time in one or a small number of the tasks described in the specification, and the individual needs these special skills for successful performance in the position, the Bureau will establish an option limited to that area of work, and will require appropriate specialized skills and experience.